

CTIA-THE WIRELESS ASSOCIATION

BUSINESS CONTINUITY/NETWORK RECOVERY PROGRAM

Requirement 1: Project Initiation and Management

Companies must demonstrate that they have done the following:

Defined objectives

Developed project plan and budget

Defined and recommended process structure and management

Obtained senior management commitment

Requirement 2: Risk Evaluation and Control

Companies must demonstrate that they have done the following:

Identified risks, events, and external surroundings that can adversely affect the company

Evaluated the damage that such risks and events could cause and probability of occurrence

Identified controls and safeguards to prevent or mitigate losses to company

Requirement 3: Business Impact Analysis

Companies must demonstrate that they have done the following:

Identified the critical functions of the organization

Identified the impacts resulting from disruptions and disaster scenarios

Determined recovery priorities and timeline objectives

Requirement 4: Developing Business Continuity Strategies

Companies must demonstrate that they have done the following:

Selected business recovery operating strategies

Assessed risk associated with each optional continuity strategy

Requirement 5: Emergency Response and Operations

Companies must demonstrate that they have done the following:

Developed and implemented procedures for responses to situations

Established a process for activation of an Emergency Operations Center

Integrated Disaster Recovery/Business Continuity procedures with Emergency Response procedures

Established Command and Control procedures

Requirement 6: Developing and Implementing Business Continuity Phase

Companies must demonstrate that they have done the following:

Established and implemented Business Continuity and Crisis Management plans

Established procedures to transition from emergency response to crisis management/business continuity

Established a procedure to maintain and update Business Continuity plans

Requirement 7: Awareness and Training Programs

Companies must demonstrate that they have done the following:

Established a process to educate the company regarding business continuity issues and programs

Developed and presented training programs

Requirement 8: Exercise Business Continuity Program

Companies must demonstrate that they have done the following:

Established a process to drill/exercise the Business Continuity/Disaster Recovery Program

Organized and completed exercises/drills

Developed and monitored after-action reports and results of exercises

Requirement 9: Public Relations and Crisis Communications

Companies must demonstrate that they have done the following:

Developed plans to communicate with employees and management

Developed process to communicate, if necessary, with other stakeholders

Requirement 10: Coordination with External Agencies

Companies must demonstrate that they have done the following:

Established applicable procedures and policies for coordinating response with government representatives.